DEPARTMENT OF GENERAL SERVICES
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

BALTIMORE COUNTY	STATE'S ATTORNEY
AGENCY	DIVISION

DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRI-BUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

Item No.	Description and Retention
1	**CASE FILES** Size: Legal (8½" x 14") Dates: 1956 - - - Quantity: 156 boxes File Arrangement: By case no. (chronological) Annual Accumulation: 25 boxes Case Files of the State's Attorney include all or some of the following papers: Request by the State's Attorney to the Clerk of Court to issue summonses and warrants Warrants and summonses copies Indictments U. S. Marshall's Return of Service Medical Reports Memoranda and Work Papers Investigation Reports Correspondence Petitions and Court Orders Depositions and Reports Jury Lists Charge Sheets Pleas and Motions RECOMMENDATION: Retain for 25 years and then destroy.

APPROVED FOR BALTIMORE COUNTY
STATE'S ATTORNEY

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COUNTY ADMINISTRATIVE OFFICER

Schedule approved by Department, Agency or Division Representative

Frank R. Thornton	RECORDS MANAGEMENT OFFICER	December 5, 1973
Signature	Title	Date

Schedule Authorized by Hall of Records Commission	Disposal Authorized by Board of Public Works
1/7/74	
Date	Archivist	Date	Secretary

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(CONTINUATION SHEET)

SCHEDULE
NO. C-395

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Item	Description and Retention

2 Case Files - Non Support

   Size: Legal (8½"x 14")
   Dates: 1970 - to present
   Quantity:

   File Arrangement: By alphabetical order
   Annual Accumulation: 6 boxes

   Case Files of the State's Attorney include all or some of the
   following papers:

   Non Support Complaints
   Summonses
   Agreements
   Court Orders

RECOMMENDATION:

   Retain for 5 years and then destroy.